



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Administrative Services Fiscal Services Division EDP, Systems and Procedures Unit State Office Building, Atlanta, Georgia	Application Number 76-289	
Application Number		Date Received AUG 10 1976	Date Completed AUG 19 1976
2. Person to Contact H. Weyman Culp		Working Title Systems and Procedures Manager	Telephone Number 656-2449
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1968 to date		5. Records Series Title (followed by title used in office, if different) Inactive Data Processing System Documentation Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The EDP, Systems and Procedures Unit provides forms design services to the Department; maintains inventory and control of departmental forms; administers records management program; maintains inventory, procurement and issuance of computer forms; provides systems and procedures services to the Department; and coordinates delivery of EDP services with the Department of Administrative Services.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Systems and programming documentation of inactive data processing systems in use by the Education Department. Included are: Application manuals, program specifications and operating procedure manuals, program cards, and program listings. File is arranged: By computer system and thereunder numerically by program number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>5</u> Seven to twelve months old <u>3</u> Thirteen to twenty-four months old <u>3</u> twenty-five months and older <u>3</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | |
|---------------------------------------|--|
| a. State Law _____ years. | d. Audit period _____ years. |
| b. Statute of limitation _____ years. | e. Administrative need <u>See below</u> years. |
| c. Federal law _____ years. | f. Federal retention instructions _____ years. |

Three years after the computer system has been discontinued.

Attach copy or excerpt of laws or regulations. Explain administrative need.

The series is needed for referencing the procedures to be followed and making necessary modifications and/or corrections to the system. A retention period of three years after the discontinuance of the system is needed in case the system is reactivated.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Upon acceptance of records from DOAS, place the record in the inactive file; then, cut off the inactive file at the end of each fiscal year; then, transfer to the State Records Center; hold for three years; then, destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>L. V. G. Lantry</i>	8/6/76	<i>W. A. Spindler</i>	8-4-76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	8-17-76
		Secretary of State/Designee	Date
		<i>Carroll Hart</i>	8-17-76
		Attorney General/Designee	Date
		<i>[Signature]</i>	8-17-76